

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is overseeing operations of a fire district on an assigned shift. Employees of this class collect information for pre-fire planning, perform public relations duties, and supervise subordinate district personnel on the assigned shift, as well as directing fire fighting, rescue, and emergency medical activities at the scene of a fire or other emergency until relieved by a superior officer. District Fire Chiefs are required to perform the duties of their position with a high degree of independence. Work is reviewed by an Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a group of fire stations in an assigned district on an assigned shift. Conducts inspections of assigned areas and observes operations. May prepare payroll records for the assigned district.

Informs the public about fire department work by means of talks, demonstrations, or the distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Coordinates special projects related to public relations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises all department employees in a fire district on an assigned shift. Holds meetings for the purpose of receiving reports and disseminating information. Inspects appearance of assigned personnel to insure compliance with department standards for safety and propriety. Assigns work or duty areas, oversees and evaluates work performance, and reviews reports written by subordinates. Writes employee evaluation reports. Maintains discipline among employees of the department, including conducting corrective interviews and recommending disciplinary action to a superior. Provides on-the-job training, and conducts both classroom and drill field training.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by a superior officer, and directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and emergency medical operations. Serves as part of the fire attack team. Participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the assigned area. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Testifies in court when required.

Cooperates in supervising the general care and maintenance of apparatus and equipment, vehicles, and property of the assigned district. Inspects equipment, property, and operating systems after repairs to insure that these were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.

BC	08-07-73
Rev	06-16-75
	08-18-88
	03-18-92
	11-09-94
	11-04-04
	08-22-07

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